



City of Los Altos



Human Resources Intern Up to two positions available

DEADLINE TO APPLY

Open Until Filled

First round of applications will be screened on Friday, March 8, 2013

SALARY: \$15 - \$20 Per Hour

LENGTH OF INTERNSHIP: March - September, 20-24 hours per week. Flexible schedule

INTERN REQUIREMENTS: To apply for this internship, applicants must be one of the following:

- A current college student in their Junior (60-90 semester units) or Senior (90-120 semester units) year of a four-year degree program in a related field of study.
- A Bachelor's degree graduate with a degree in a related field of study.
- Currently enrolled in a Master's degree program in a related field of study.
- A Master's degree graduate with a degree in a related field of study.

IDENTIFIED PROJECTS:

- Human Resources web page development for new City website
- Assist with logistics, planning and launch of the City Employee Wellness program
- Assist with development of a City pay for performance program
- Develop format and work with managers and employees for review and revisions of position job descriptions
- Other HR analyst duties as assigned

IDEAL CANDIDATE:

Under general supervision, will work on several technical projects in the Human Resources Department. The ideal candidate must have excellent written and oral and communication skills. Must be strong in overall computer skills and experienced in Microsoft Word, Outlook, Publisher, and Excel software applications. Excellent customer service skills and understands the importance of confidentiality in the Human Resources Function. The ideal candidate must all have excellent analytical skills, focus on results, the ability to articulate complex ideas and creative problem solving abilities. Also must be able to demonstrate the ability to manage projects independently in an environment that is fast paced. Prior Human Resources experience preferred. Enjoy working with a team of experienced Human Resources professionals.

APPLICATION PROCEDURE:

This position is open until filled. Submit an application, cover letter, resume and supplemental questions to the City of Los Altos. Applications may be obtained in one of the following ways:

- Apply online at www.calopps.org, Member City: Los Altos
- Visit our web site at www.losaltosca.gov to print the application form
- Call our 24-hour Job Hotline at (650) 947-2766
- Obtain in person by visiting Los Altos City Hall

CITY OF LOS ALTOS
ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA 94022
Phone (650) 947-2607 FAX (650) 947-2731

SELECTION PROCESS:

The position is **Open Until Filled**. All applications, cover letters and resumes will be reviewed. Those most closely matching the qualifications and requirements will be invited to participate in oral interviews and other elements of the selection process. **First round of applications will be screened on Friday, March 8, 2013.**

BACKGROUND REQUIREMENTS:

Finalists will be required to undergo a criminal/vehicle records check and fingerprint check. Past substance abuse and criminal activity may be grounds for disqualification but all candidates will be evaluated on a case-by-case basis.

THE CITY AND COMMUNITY:

Los Altos is a full service City with a budget of approximately \$39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions. With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

EQUAL OPPORTUNITY EMPLOYER:

The City of Los Altos is an equal opportunity employer and values diversity. If you are a qualified individual with a disability as defined by the ADA/FEHA and you need reasonable accommodation to participate in the interview process, you must notify the Human Resources Division at time of application. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.



City of Los Altos
One North San Antonio Road
Los Altos, California 94022-3087

HUMAN RESOURCES INTERN SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in applying for this Internship opportunity.

To better assist us to evaluate your qualifications, please respond to the supplement questions below. You may submit your response electronically or in hard copy. If you submit a hard copy, please type your answers and include your name on each page.

Your application and supplemental questionnaire are due to Human Resources.

1. Please describe what interests you about this internship opportunity.
2. What do you hope to gain from the Human Resources Internship experience?
3. What is your availability from March to September?